 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment		
Suspension of Operations or Closures Policy	Effective date	Revised
Number: 3.03	May 10, 2002	February 15, 2007

The Department of Natural Resources will make every effort to provide normal hours of operation and services at all facilities during periods of inclement weather, hazardous road conditions or infrastructure failure. If unsafe conditions exist for either department staff or our visitors, operations at our facilities may be suspended according to the provisions of this policy.

REFERENCES

Hazardous Travel State of Missouri Administrative Policy SP-9
<http://oa.mo.gov/commissioners-office/policies/statewide>

Related DNR policy

Delegation of Administrative and Operational Authority: 3.04

DEFINITIONS

Infrastructure failure: Failure of one or more services needed to support an office or facility such as water, gas, electric or propane systems. It also refers to unsafe conditions such as roof collapse or fire damage.

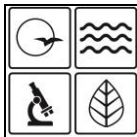
Work week: The fixed and regularly recurring period of seven (7) consecutive days used to define the number of hours considered to be normal work hours. For the department the work week is defined as either Friday to Thursday, Saturday to Friday or Sunday to Saturday, all midnight to midnight.

GENERAL PROVISIONS

In cases of extreme inclement weather the Governor directs suspension of operations or office closures for state offices in Missouri. For departments with offices in remote parts of the state, such as ours, the department director may suspend operations or close offices due to inclement weather, hazardous road conditions or infrastructure failure.

Employees who provide critical services are expected to report to work during periods of inclement weather, hazardous road conditions or infrastructure failure. These employees will be clearly designated by their division administration.

Regional office directors, district supervisors or program directors in the case of satellite offices, may request suspension of operations or office closures for those locations under their supervision during periods of inclement weather, hazardous road conditions, or infrastructure failure. The department director or designee will review the request and approve or deny it.



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Situations can occur when staff are working away from their office, such as doing inspections or attending meetings, and a partial suspension of operations is in effect. Supervisors should be cognizant of employees travelling to and from affected areas. Staff who are traveling should use their discretion to determine how best to safely handle inclement weather or hazardous road conditions. Upon return to the office, the employee notifies his/her supervisor of the situation and determines how best to address it under the four options listed at the end of this policy.


Conditions can widely vary at the department's state parks and historic sites with events such as flash flooding, heavy snowfall, ice or power outages. For Division of State Parks' facilities, the facility manager may close a portion or all of their facility if unsafe conditions exist. The decision must be made in conjunction with the park ranger, or if the ranger is not available, the district supervisor. Once this decision is made the division director or designee must be immediately informed. The department director or designee must be informed by the first regular business day following the closure. Once the event has passed and conditions are no longer unsafe, the facility will resume normal operation.

Any determination to or request for suspension of operations or closure should include the following information as applicable:

- The reason for the request (i.e. snow storm, ice, electrical failure)
- The forecasted weather
- Current and anticipated road conditions from the Highway Patrol, local law enforcement or weather service
- The affect on public transportation
- The estimated duration of suspension or closure
- Whether neighboring state or federal offices or private employers are suspending operations or closing
- Staff affected – who and number of
- How any essential services will be provided (i.e. emergency response)
- How staff will be notified to return to work
- Other information pertinent to the facility

Late arrivals and absences are to be reported to the immediate supervisor as soon as practicable according to normal reporting procedures.

Employees who wish to depart work early due to worsening weather or road conditions may do so with the approval of their supervisor.

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Accounting for missed work time

With approval of their supervisor, employees may account for work time missed due to worsening weather and road conditions, suspension of operations or closure by the following methods:

- a) Adjusting the work schedule within the work week; or
- b) Charging missed work time against accrued compensatory time; or
- c) Charging missed work time against accrued annual leave; or
- d) Charging missed work time as leave without pay if the work schedule cannot be adjusted and the employee has insufficient accumulated compensatory time off and/or annual leave.